

Notice of Relocation Eligibility & 90-Day Assurance Combo Letter (Mobile Homes)

INSERT DATE

INSERT NAME

INSERT ADDRESS

Relocation Assistance Program

Notice of Relocation Eligibility, Entitlements & 90-Day Assurance

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No.: INSERT DISPLACEE NO.

Dear INSERT NAME:

On INSERT DATE the Washington State Department of Transportation (WSDOT) purchased the property you rent located at INSERT ADDRESS. According to information you have provided, you have occupied the above property for INSERT DATE.

You are eligible to receive relocation assistance in accordance with the terms and provisions of Public Law 91-646 and the implementing regulations found in 49 Code of Federal Regulations (CFR) Part 24 and Revised Code of Washington (RCW) 8.26 and the implementing regulations of Washington Administrative Code (WAC) 468-100. The purpose of this letter is to advise you of the relocation assistance services and entitlements that may be available to you in accordance with the federal and state laws and regulations cited above.

Rent Supplement Entitlement

As a tenant occupant of 90 or more days, you may be entitled to a Rent Supplement payment. This payment is based upon the difference between 30% of your income or rent plus utilities at your present dwelling and the rent plus utilities at a comparable replacement rental property currently available for rent on the market.

Listed below are available sites currently available for rent on the market:

| <u>Address</u> | <u>Rent</u> | <u>Utilities</u> | <u>Total</u> |
|-----------------------|--------------------|-------------------------|---------------------|
| 1. | \$ | \$ | \$ |
| 2. | \$ | \$ | \$ |
| 3. | \$ | \$ | \$ |

The most comparable dwelling to the subject was determined to be comparable number INSERT BEST COMP NUMBER. Based on the rent plus utilities of comparable number INSERT BEST COMP NUMBER located at INSERT ADDRESS OF BEST COMP, your maximum rent supplement is calculated as follows:

Rent plus utility costs at comparable dwelling (\$+\$=)..... \$
Less 30% of your income (\$/mo. X 30%).....\$
Monthly rent and utility difference..... \$
\$INSERT RENT DIFFERENCE difference X 42 months = **\$INSERT DOLLAR**
AMOUNT Your Maximum Rent Supplement

The amount of your **actual** rent supplement will be based upon the actual rent and utilities of your replacement site. For instance, if the rent plus utilities is \$INSERT DOLLAR AMOUNT or more per month for your replacement site, you will receive the maximum rent supplement of \$INSERT MAX RENT SUPPLEMENT. For every dollar you spend on your replacement rent plus utilities below \$INSERT RENT OF BEST COMP, your total rent supplement will be \$42 dollars less (\$1 per month times 42 months).

If your rent supplement entitlement exceeds \$5,250, the payment will be paid in two installments. The first installment of \$5,250 will be paid at the time you occupy your qualified replacement dwelling. The remaining balance of your calculated entitlement will be paid six months after the initial payment.

Down Payment Allowance

Should you decide to purchase a replacement dwelling rather than rent, you may qualify for a down payment allowance. The amount of this allowance will be either \$5,250 or the total amount of your calculated rent supplement, whichever is greater. **However, the entire amount of the down payment must be paid towards the purchase price and eligible closing costs, not including prepaid taxes, interest or insurance.** The purchase of your replacement dwelling will be subject to a decent, safe, and sanitary (DSS) inspection by WSDOT.

Price Differential Entitlement – Use only if Mobile Home is Purchased

Also, as an owner occupant of 180 or more days, you may be entitled to a Price Differential Payment. This payment is based upon the difference between the value of your home and the amount necessary to purchase a comparable replacement dwelling currently available on the market.

Listed below are three comparable dwellings that are presently available for purchase:

| <u>Address</u> | <u>Asking Price</u> |
|-----------------------|----------------------------|
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |

Comparable number INSERT BEST COMP NUMBER is considered to be the most comparable to the subject dwelling. Based on the asking price of comparable number INSERT BEST COMP NUMBER your maximum price differential is **\$INSERT PRICE DIFFERENTIAL**. This amount is the maximum that WSDOT can pay to reduce the purchase price of your replacement dwelling. The amount of your maximum price differential is based on the asking price of comparable number INSERT NUMBER, \$INSERT AMOUNT, less the appraised value of your dwelling, \$INSERT APPRAISAL AMOUNT.

The amount of your **actual** price differential will be based upon the actual purchase price of your replacement dwelling. For instance, if you spend \$INSERT PRICE OF BEST COMP or more on your replacement house, you will receive the maximum price differential of \$INSERT MAX PRICE DIFFERENTIAL. For every dollar you spend on your replacement below \$INSERT PRICE OF BEST COMP, your price differential will be one dollar less. If you receive more than the appraised value for your dwelling, your price differential will be reduced.

Incidental Purchase Expenses

You may be reimbursed for certain other incidental purchase expenses required to purchase your replacement dwelling. Reimbursable expenses may include costs for title search, recording fees, appraisal fees, loan origination fees, credit report, home inspection and other approved costs. Payments of costs are based upon several factors including the amount of your present mortgage and the cost of the comparable used to compute the Replacement Housing Payment. The exact amount of these reimbursable costs can be determined once you have received a preliminary closing statement for the purchase of your replacement dwelling.

Moving Entitlement

You may select a commercial move, an actual cost move or a self-move schedule payment for moving your personal property. If you elect to have a commercial move, the department will obtain the services of a professional mover and will pay that mover directly. If you elect to complete an actual cost move you will be reimbursed for labor and equipment used to move your property. You will need to supply me with supporting documentation, such as paid receipts. If you elect to complete a self-move with a schedule payment, you will be paid based on the number of eligible rooms. I have determined that you have INSERT NUMBER OF ROOMS eligible rooms, which entitles you to a moving payment of \$INSERT SCHEDULED DOLLAR AMOUNT to move your own personal property. Once you decide how you wish to move, you will need to sign a Moving Expense Agreement.

Additional Option for Mobile Homes Considered Personal Property:

The mobile home you currently occupy is also considered personal property and will need to be moved. You may select a commercial move or an actual cost move documented by receipts and invoices to move your mobile home to a replacement location. The move includes disassembling, moving, reassembling, anchoring the unit and utility "hook-up" charges. I will be available to help you work through the process of moving your mobile home.

Advisory Assistance

I will be available to answer any questions about your relocation entitlements. You will be provided with assistance in completing claim forms. If you request, transportation will be provided so you may inspect replacement housing. Information concerning other available government programs such as Section 8 housing, unemployment benefit, food stamps, etc. will be provided on request.

Claiming Your Entitlement

You must notify me of the date you intend to move and sign a Moving Expense Agreement. Once you have vacated the property completely you will need to schedule a vacate inspection with me. Once I have verified that all personal property has been removed, I will prepare a claim, secure appropriate signatures and submit the claim for processing and payment.

In order to be entitled to your replacement housing payment you must purchase (or rent) **and** occupy a decent, safe and sanitary dwelling within one year from the later of: (1) the date the state makes final payment for the acquisition of your property, (2) the date the full amount of Just Compensation is deposited in the court, or (3) the date you move from your present dwelling. You have 18 months after that same date in which to actually claim any relocation entitlement. Documentation is required on all claims submitted.

Prior to signing a rental or purchase agreement for your replacement dwelling, please contact me for an inspection of the dwelling. This inspection will ensure that the property meets Decent, Safe and Sanitary requirements noted in the relocation brochure. The inspection must be completed before any replacement housing payment can be made.

90-Day Assurance

You are not required to relocate immediately. You will not be required to vacate the property before INSERT DATE, which is at least 90 days from the date you receive this letter.

Occupancy of Property

Occupancy of the property beyond the date that WSDOT takes possession of the property will require you to sign a lease. If you enter into a lease with our agency to rent the displacement property, nonpayment of rent may result in a loss of all or part of your relocation entitlements.

Right to Appeal

You have the right to appeal any determination WSDOT should make as to your eligibility for, or the amount of, any payment. If you disagree with any determination regarding your relocation entitlements you may appeal our determination within 60 days by simply explaining your grievance and requesting an appeal in a letter to:

Washington State Department of Transportation
Assistant Director Relocation Assistance Program
Real Estate Services

Name
Date
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PO Box 47338
Olympia, WA 98504-7338

As previously stated, the purpose of this letter is to provide specific information as to how your entitlements are calculated and how you may claim them. Please sign the receipt below so our records show you received this letter. Feel free to contact me for any clarification and any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME
Relocation Specialist
Real Estate Services
INSERT SPECIALIST'S ADDRESS
INSERT SPECIALIST'S PHONE AND FAX NUMBER
INSERT SPECIALIST'S E-MAIL ADDRESS

Acknowledgment of Receipt of Letter

Signature: _____ Date: _____